Administration for Children and Families

Administration for Native Americans
and
Office of Community Services

Native Asset Building Initiative
HHS-2012-ACF-ANA-NO-0322
Application Due Date: 06/18/2012

Native Asset Building Initiative
HHS-2012-ACF-ANA-NO-0322
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Department of Health & Human Services
Administration for Children & Families

Program Office:	Administration for Native Americans
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Funding Opportunity Title:	Native Asset Building Initiative
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2012-ACF-ANA-NO-0322
CFDA Number:	93.602
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Due Date for Applications:	**06/18/2012**

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

Asset building is an anti-poverty strategy that helps low-income people move towards greater self-sufficiency by accumulating savings and purchasing long-term assets. The Office of Community Services (OCS) and the Administration for Native Americans (ANA) have partnered to increase access to and awareness of asset building opportunities in Native American communities. OCS and ANA are program offices within the Administration for Children and Families (ACF).

OCS and ANA will accept applications to establish and administer asset building projects with a focus on the Assets for Independence (AFI) projects. Grantees will provide an array of supports and services to enable low-income individuals and families to become economically self-sufficient for the long-term. The AFI focus of each project requires that eligible project participants be given access to matched savings accounts, called Individual Development Accounts (IDA), in which participants save earned income for the purchase of a home, for business capitalization, or to attend higher education or training. The IDA portion of the project is funded by OCS. ANA funds may be used to pay for costs associated with the administration of the AFI project and to provide other asset building strategies, such as financial literacy education and coaching on money management and consumer issues.

I. Funding Opportunity Description

Statutory Authority

The Assets for Independence Act (Title IV of the Community Opportunities, Accountability, and Training and Educational Act of 1998, as amended, P.L. 105-285, 42 U.S.C. §604 note) authorizes the Department of Health and Human Services to award grants to support AFI projects and to evaluate the effectiveness of the AFI program and IDAs.

The Administration for Native Americans is authorized under Section 803(a) of the Native American Programs Act of 1974 (NAPA) (42 U.S.C. 2991b) to award grants to support the self-sufficiency of Native Americans.

Description

Purpose

The Native Asset Building Initiative is a joint funding opportunity, offered through a partnership between OCS's AFI program and ANA's Social and Economic Development Strategies (SEDS) program under the auspices of the ACF ASSET Initiative, an agency-wide effort to bring financial literacy, IDAs, and related services to more families across the nation, and to create interoperability across ACF program offices. The purpose of this initiative is to increase access to and awareness of asset building opportunities in Native American communities.

Through the AFI program, OCS enables community-based nonprofits and government agencies to implement and demonstrate an assets-based approach for giving low-income families a hand up out of poverty. Through the SEDS program area, ANA promotes the goal of economic and social self-sufficiency for American Indians, Alaska Natives, Native Hawaiians, and Native American Pacific Islanders.

Asset building is an anti-poverty strategy that helps low-income people move towards greater self-sufficiency by accumulating savings and purchasing long-term assets. A comprehensive asset building approach includes financial education, credit and debt repair, Federal benefits maximization, outreach on Earned Income Tax Credits (EITC) and other Federal tax benefits, getting the unbanked to bank, and encouraging savings and IDAs. Projects funded under this program must include IDAs. IDAs are matched savings accounts held by low-income individuals for designated purposes. As part of a structured program, regular savings in these accounts are matched by funding from private and public sources. By rewarding individuals for saving, IDA programs encourage people to develop saving habits, to manage their savings wisely, and to use them to acquire economic assets that will appreciate over time - such as to purchase a home, to engage in post secondary education, or to start a business.

Native communities are asset-rich in culture and community, though many Native community members are asset-poor in economic assets. While many Native organizations and communities are successfully using asset-building strategies to improve the economic condition of their members and communities, other Native communities are facing challenges when implementing IDA projects. Two of the most frequently identified challenges are the lack of funding for administering the project and the lack of funding for providing comprehensive asset building tools. This initiative is an attempt to address these challenges. Grantees will be able to access AFI funds to match IDA participant savings and SEDS funds to administer the program, include other asset building strategies to the community as a whole, and provide for other implementation needs.

OCS and ANA anticipate that projects funded under this initiative will provide an array of services, including access to IDAs and training on family budgeting, money management, and related services that will help more Native American individuals and families achieve greater financial stability.

Distinct from this initiative, another AFI Funding Opportunity Announcement (FOA) was issued as HHS-2011-ACF-OCS-EI-0137 on February 25, 2011. The AFI Demonstration Program announcement includes eligibility and other criteria similar to that which has been used in prior years. The AFI announcement is available

Program Specifics

Grantees awarded under this joint funding opportunity will implement one project funded by two ACF program offices, OCS and ANA. As each program office will fund a portion of the project, grantees will receive one award from OCS and one award from ANA to fund the project. OCS and ANA will collaborate on funding decisions, so all funded grantees will receive an award from each program office. No grantee will receive only OCS funding or only ANA funding.

As each program office has specific statutory budget requirements, applicants must submit a budget that specifies which costs will be funded by OCS-AFI and which costs will be funded by ANA-SEDS.

The essential piece of any project submitted under this funding opportunity must be the IDA program. At least 85 percent of AFI funds must be used to match participants' IDA savings. Participants will be able to open an IDA matched by AFI funding and non-Federal funding. Eligible participants (see *Section III.3. Other*) receive up to $2,000 per individual or $4,000 per household from the AFI grant award and at least an equal amount in non-Federal funds as match funds for their IDA savings. After saving earned income in the IDA for at least 6 months, participants use their IDA savings and match funds for qualified purchases. Qualified purchases include a home, business capitalization, or higher education or training. Participants may transfer their IDA savings to an IDA owned by their spouse or a dependent.

In addition to the IDA savings, a complete project will include funds for project administration and other asset building strategies. While AFI funds may be used to fund limited administrative and financial education costs, the SEDS funds will cover the majority of these costs.

Activities that may be funded by AFI monies (beyond the minimum 85 percent for IDA savings match)	Activities that may be funded by SEDS monies
Financial education and related costs for participants opening an AFI-funded IDA (not more than 5.5% of of AFI grant budget)*	Other asset building strategies (beyond the 5.5 percent covered under AFI grant budget) and for those not opening an IDA
General program administrative costs (not more than 7.5 percent of AFI grant budget)	Project Administration, such as salary for Project Staff (beyond the 7.5 percent covered under AFI grant budget)
Data Collection for OCS-AFI administered evaluations (at least 2 percent of AFI grant budget)	Indirect Cost Rate Utilization

* If the cost of non-administrative functions is less than 5.5%, excess funds may be used for administrative functions. See *Section IV.5. Funding Restrictions*

OCS-AFI and ANA offer resources to prospective applicants. The *AFI Project Builder: A Guide to Planning an AFI Project* is a primer written especially for organizations planning to apply for an AFI project. The project builder and additional information about AFI can be found at http://www.acf.hhs.gov/assetbuilding and http://www.idaresources.org.

ANA Training and Technical Assistance Providers are offering pre-application trainings and technical assistance to Native communities interested in developing asset building projects. Visit the ANA website at http://www.acf.hhs.gov/programs/ana for more information.

Administrative Policies

A. AFI Administrative Policies

Grantees must comply with terms of the Assets for Independence Act (Title IV of the Community

Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended, Pub. L. 105-285, 42 U.S.C. 604 note) and the HHS regulation for the Assets for Independence program at 45 CFR Part 1000 in submitting an application for funding and administering an AFI project.

B. SEDS Administrative Policies

Grantees can have only one active grant per Catalog of Federal Domestic Assistance (CFDA) number.

ANA will increase the reach of its limited funding. Therefore, applicants that have received funding from ANA for at least two projects consecutively within one CFDA number may not be funded for a third consecutive project within the same CFDA number if other applicants who have not received ANA funding in the past 3 years are within the scoring range to be funded.

Applicants are requested to identify a target amount of leveraged resources (target of zero is acceptable) and a target number of partnerships. The value of the targets will not be evaluated and scored; however, the indicators' contribution within the overall strategy of project implementation and its sustainability is included in the evaluation criteria. Grantees will be required to track these indicators quarterly throughout the project period. Leveraged resources are in addition to the statutory ANA matching requirement of 20 percent and are not a requirement of this grant.

Definitions

Program specific terms and concepts in this FOA are based on the following definitions:

Comprehensive Asset Building Strategy: A comprehensive asset building approach includes financial education, credit and debt repair, Federal benefits maximization, outreach on EITC and other Federal tax benefits, getting the unbanked to bank, and encouraging savings and IDAs.

Governing Body: A body: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected official, or (3) selected in accordance with traditional tribal means. The body must have authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them.

In-kind: The value on non-cash contributions directly benefiting a grant-supported project or program and that are provided by non-Federal third parties without charge to the recipient, the subrecipient, or a cost-type contractor under a grant or subaward. In-kind contributions may be in the form of real property, equipment, supplies or other expendable property, or goods and services directly benefiting and specifically identifiable to the project or program.

Individual Development Account (IDA): IDAs are matched savings accounts held by low-income individuals for designated purposes.

Leveraged Resources: Any resource not including the Federal share, non-Federal contribution, and program income, expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project.

Objective: A statement of the specific outcomes or results to be achieved within the project period and which directly contribute to the achievement of the project goal(s) and support the community's long-range goals.

Objective Work Plan (OWP): The plan for achieving the project objectives and producing the results and benefits expected for each objective. The OWP is the blueprint for the project and includes the project goal, objectives, and activities. The form can be found at:
http://www.acf.hhs.gov/programs/ana/programs/forms.html

II. Award Information

Funding Instrument Type: Grant
Estimated Total Funding: $3,800,000
Expected Number of Awards: 16
Award Ceiling: $1,250,000
Award Floor: $50,000
Average Projected Award Amount: $350,000

Length of Project Periods:

Other

The project period for the OCS AFI award is 5 years (60 months). The budget period is also 5 years (60 months).

The project period for the ANA SEDS award will be 60 months with five 12-month budget periods. Awards for years 2 through 5 will be made through non-competing continuation grants.

Additional Information on Awards:
Awards made under this announcement are subject to the availability of Federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Award	Project Period	Budget Periods	Ceiling Amount*	Floor Amount	Estimated Average Award Amount	Percentage of Matching / Cost-Sharing Requirement (See *Section III.2.*)
AFI Award	60 months (5 years)	One 60-month budget period	$1,000,000	$50,000	$350,000	50 percent
SEDS Award	60 months (5 years)	Five 12-month budget periods	$250,000	$50,000	$125,000	20 percent

*The combined ceiling amount of $1,250,000 will be enforced as a disqualification factor. Please see *Section III.3. Other* for information on Disqualification Factors.

Note: Successful applicants will receive two awards for their funded project; one for ANA-SEDS and the other for OCS-AFI. Therefore two SF-424As (Budget Information Non-Construction Programs) must be submitted with the application. Applicants must submit the budget request for the ANA-SEDS portion of program funds using the SF-424A provided in the electronic application package at www.Grants.gov.

The budget request for the OCS-AFI portion of program funds must be submitted separately using the SF-424A and uploaded as an other attachment with the other application components at www.Grants.gov as an other attachment If needed, a fill-able version of the SF-424A is available at http://www.acf.hhs.gov/grants/grants_resources.html.

The anticipated number of awards refers to the total number of ACF awards. Each funded project will receive two awards, one from OCS and one from ANA. Therefore, ACF will fund eight applications through 16 awards.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible Applicants include:

Native 501(c)(3) non-profits serving Native Americans;

Native non-profit organizations designated by the Secretary of the Treasury as Community Development Financial Institutions (CDFIs) that demonstrate a collaborative relationship with a local community-based organization whose activities are designed to address poverty and the needs of community members for economic independence and stability;

Federally recognized tribal governments or Alaska Native Villages, as defined in the Alaska Native Claims Settlement Act, that are joint applicants with a 501(c)(3) Native non-profit organization; and

Native non-profit credit unions designated as low-income credit unions by the National Credit Union Administration (NCUA) that can demonstrate a collaborative relationship with a local community-based organizations whose activities are designed to address poverty in the community and the needs of community members for economic independence and stability.

Eligible Native 501(c)(3) non-profits serving Native Americans can include:

Incorporated non-federally recognized Tribes

Incorporated non-profit multi-purpose community-based Indian organizations

Urban Indian Centers

National or regional incorporated non-profit Native American organizations with Native American community-specific objectives

Non-profit village consortia

Incorporated non-profit Alaska Native multi-purpose community-based organizations

Non-profit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects

Non-profit Native organizations in Alaska with village-specific projects

Public and non-profit private agencies servicing native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands (CNMI) (the populations served may be located on these islands or in the U.S.)

Non-profit Colleges and Universities located in Hawaii, Guam, American Samoa, or the CNMI which serve Native Pacific Islanders

Eligible Federally recognized tribal governments and Alaska Native Villages that apply jointly with a 501(c)(3) Native non-profit organization include:

Federally recognized Indian Tribes

Alaska Native Villages, as defined in the Alaska Native Claims Settlement Act

Tribally controlled community colleges

Tribally controlled post-secondary vocational institutions

Alaska Native tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by Bureau of Indian Affairs (BIA)

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **the Assets for Independence Act (Title IV of the Community Opportunities, Accountability, and Training and Educational Act of 1998, as amended, Pub. L. 105-285, 42 U.S.C. 604 note), for the AFI award and in accordance with 42 U.S.C. 2991b(b), for the SEDS award.**

Grantees must provide non-Federal funds to support their projects, as identified below.

	Federal	Non-Federal	Total Budget based on ceiling amount	Non-Federal Percent of Total Project Cost
AFI	$1,000,000	$1,000,000	$2,000,000	50 percent
SEDS	$250,000	$62,500	$312,500	20 percent

Grant recipients may use Federal grant funds to meet the non-Federal share requirement only if the agency that would be the source of the Federal grant funds explicitly allows its grant recipients to use its Federal grant funds to meet matching requirements of other Federal grant programs. Examples of Federal programs with authorizing legislation that allows grantees to use grant funds in this way include:

- Community Development Block Grant
- Indian Community Development Block Grant
- Native American Housing and Self Determination Act (NAHASDA) funding
- Indian Self-Determination and Educational Assistance Act funding

AFI Match and Total Project Cost Calculation

Grantees must provide at least **50** percent of the total approved cost of the AFI budget. The total approved cost is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share associated with AFI funds must be cash funds. For example, in order to meet the match requirements, a project requesting **$1,000,000** in AFI (Federal) funds must provide a non-Federal share of the approved total project cost of at least **$1,000,000**, which is **50** percent of the total approved project cost of **$2,000,000**.

Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. Applicants are not required to present documentation that they have the non-Federal cash on hand at the time of application. However, applicants must provide documentation of a *commitment* that the cash funds will be available to meet the cash requirement when needed to support the proposed project.

SEDS Match and Total Project Cost Calculation

Grantees must provide at least **20** percent of the total approved cost of the SEDS budget. The total approved cost is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share associated with SEDS funds may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **$250,000** in SEDS (Federal) funds must provide a non-Federal share of the approved total project cost of at least **$62,500**, which is **20** percent of total approved project cost of **$312,500** .Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

For the ANA-SEDS portion of the budget, applicants may request a waiver of the requirement for a 20 percent non-Federal matching share in accordance with 45 CFR 1336.50(b)(3):

> (3) Criteria. Both of the following criteria must be met for an applicant to be eligible for a waiver of the non-Federal matching requirement:

> > (i) Applicant lacks the available resources to meet part or all of the non-Federal matching requirement. This must be documented by an institutional audit if available, or a full disclosure of applicant's total assets and liabilities.

> > (ii) Applicant can document that reasonable efforts to obtain cash or inkind contributions for the purposes of the project from third parties have been unsuccessful. Evidence of such efforts can include letters from possible sources of funding indicating that the requested resources are not available for that project. The requests must be appropriate to the source in terms of project purpose, applicant eligibility, and reasonableness of the request.

For inquiries about the waiver application for the ANA non-Federal matching requirement, contact your regional technical assistance provider. Refer to *Section VIII. Reference Websites*, for the contact information.

Matching requirements (including in-kind contributions) of less than $200,000 (up to $199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds $200,000.

III.3. Other

Grantees must comply with the Assets for Independence Act (Title IV of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended, Pub. L. 105-285, 42 U.S.C. 604 note) and HHS regulations for the AFI program at 45 CFR Part 1000 in submitting an application and administering an AFI project. As required in the Act, at least 85 percent of the AFI Federal grant funds must be available to match participant IDA savings; at least 2 percent must be available for data collection and information for OCS-administered research; not more than 7.5 percent may be used for general program administration costs; and the remainder may be used to support non-administrative

functions, including financial education and related costs for participants. If the cost of non-administrative functions is less than 5.5 percent, excess funds may be used for administrative functions.

As a condition of their Federal AFI grant, grantees must provide non-Federal funds to support their AFI project in an amount at least equal to the Federal AFI grant amount.

The Assets for Independence Act limits eligibility for participation in AFI-funded projects to individuals and families with the following characteristics: 1) Individuals who are members of households that are eligible to receive support under the Federal Temporary Assistance for Needy Families program; 2) Individuals whose adjusted gross household income is less than twice the Federal poverty line, taking into consideration the number of household members, and whose household net worth as of the end of the prior calendar year was less than $10,000; and 3) Individuals whose adjusted gross household income enables them to qualify for the Federal Earned Income Tax Credit, taking into consideration the number of household members, and whose household net worth as of the end of the prior calendar year was less than $10,000. When determining the net worth of the household, a household's assets shall not be considered to include the primary dwelling unit and one motor vehicle owned by a member of the household.

Under ANA Regulations at 45 CFR 1336.33 "Eligible applicants and proposed activities which are ineligible," the following will be ineligible for funding:

Projects for which a grantee would provide training and technical assistance to other Tribes or Native American organizations that are eligible to apply for ANA funding;

Projects that require funding for feasibility studies, business plans, marketing plans, or written materials, such as manuals, that are not an essential part of the applicant's long-range development plan;

Projects with core administration functions that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project;

The support of on-going social service delivery programs or the expansion, or continuation, of existing social service delivery programs;

Projects that do not further the three interrelated ANA goals of Governance Development, Economic Development, and Social Development; and

Proposals from consortia of Tribes that are not specific with regard to support from, and roles of, member Tribes. An application from a consortium must have goals and objectives that will create positive impacts and outcomes in the communities of its members. ANA will not fund activities by a consortium of Tribes that duplicates activities for which member Tribes also receive funding from ANA.

Applications requesting funds for ineligible projects listed in this section will not be disqualified from competition, but will not be funded. See *Section V.2. Review and Approval Process.*

DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements

DUNS Number Requirement

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal,

www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at http://fedgov.dnb.com/webform. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

 • Be registered in the CCR prior to submitting an application or plan;
 • Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
 • Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

 • May determine that the applicant is not qualified to receive an award; and
 • May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget

period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Application Submission Disqualifications

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov**.** Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options.*

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* **and in** *Section IV.3. Submission Dates and Times.* **Electronic applications submitted to** www.Grants.gov **after 11:59 p.m., ET, on the due date**, **as indicated by a dated and time-stamped email from** www.Grants.gov**, will be disqualified from competitive review and from funding under this announcement.** That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

> **Please Note**: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.
>
> Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* **and in** *Section IV.3. Submission Dates and Times.* **Paper applications received after 4:30 p.m., ET**, **on the due date will be disqualified from competitive review and from funding under this announcement.**

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "*Request an Exemption from Required Electronic Application Submission***" in** *Section IV.2. Content and Form of Application Submission.*

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Please note: The combined ceiling amount of $1,250,000 will be enforced as a disqualification factor. Please see *Section II. Award Information*.

Governing Body Resolution

All applicants must submit a resolution demonstrating that the applicant's official governing body approves the application submission to ANA for the current grant competition period. In addition, if the applicant is a tribally authorized component or division, the application must also include a

resolution demonstrating that the governing body of the Tribe approves the application submission to ANA for the current competition period. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

Board Member Documentation

This disqualification factor applies only to applicants that are <u>not</u> Tribes or Native Alaska villages. Organizations applying for funding must show that a majority of board members approving the project proposal are representative of the community to be served. The categories of representatives of the community to be served include: (1) members of federally or State recognized Tribes; (2) persons eligible to be a participant or beneficiary to the project to be funded; (3) persons who are recognized by the eligible community to be served as having a cultural relationship with the community to be served; or (4) persons considered to be Native American as defined in 45 CFR 1336.10 and Native American Pacific Islanders as defined in NAPA. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

U.S. Department of Health and Human Services

Administration for Children and Families

Administration for Native Americans (HHS-2012-ACF-ANA-NO-0322)

Aerospace Center - 370 L'Enfant Promenade, SW.

2nd Floor - West

Washington, DC 20447

Phone: (877) 922-9262

Fax: (202) 690-7441

Email: NativeAssetBuilding@acf.hhs.gov

URL: www.acf.hhs.gov/programs/ana

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

FORMATTING ACF APPLICATIONS

For All ACF Applications:

Authorized Organizational Representative (AOR)
The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.
All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

Application Package Components
Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.

Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via *www.Grants.gov*. *Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.*

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures
Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)
www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components
Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be submitted formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submission. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.
Limit file names to 50 characters and do not use special characters (example: &,-,*,%,/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (_) may be used to separate a file name.

Use only file formats supported by ACF.
It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!
If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order to submit an application in paper format. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options*.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required
Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures
An original signature of the AOR is required only on the original copy of hard copy application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications
All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Applicants must follow the instructions provided in this section.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications
See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions
Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

Page Limitations

There are no page limitations for Native Asset Building Initiative applications;

The **Project Description** must include the following in this order:

Table of Contents

Outcomes Expected

Approach

Project Sustainability Plan

Organizational Capacity

The **Appendices** may include the following in this order:

Objective Work Plan

Resumes

Organizational charts

Governing Body Resolution

Board Member Documentation

Indirect Cost Rate Agreements

Proof of the Commitment of Non-Federal Resources

Note: Successful applicants will receive two awards for their funded project; one for ANA-SEDS and the other for OCS-AFI. Therefore two SF-424As (Budget Information – Non-Construction Programs) must be submitted with the application. Applicants must submit the budget for the ANA-SEDS portion of program funds using the SF-424A provided in the electronic application package at www.Grants.gov. The budget for the OCS-AFI portion of program funds must be submitted separately using the SF-424A and uploaded as an "other attachment" with the other application components at www.Grants.govas an "other attachment" If needed, a fill-able version of the SF-424A is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants should not submit organizational brochures, films, slides, newspaper clips, and so forth.

Required Forms, Assurances, and Certifications
Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms or at the Grants.gov Forms Repository unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Survey on Ensuring Equal Opportunity for Applicants	**Submission is voluntary.** Submission may be made with the application by the application due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*. Or, it may be submitted prior to the award of a grant.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying

		electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.
Maintenance of Effort (MOE) Certification	Submission required for all applicants. A copy of a standard MOE is available at http://www.acf.hhs.gov /programs/ofs/gra http://www.acf.hhs.gov /programs/ofs/grants/maintain.htm.	Required for all applications.
SF-424 - Application for Federal Assistance **and** **SF-P/PSL - Project/Performance Site Location(s)**	Submission is required for all applicants by the application due date.	Required for all applications.
Objective Work Plan (OMB Control Number 0980-0204)	Submission required for all applicants by the application due date.	Required for all applicants.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an

		officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Project Abstract Form (OMB Control Number 0980-0204)	Submission required for all applicants by the application due date.	Required for all applicants.
SF-424A - Budget Information - Non-Construction Programs **and** **SF-424B - Assurances - Non-Construction Programs**	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

The Project Description

The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Outcomes Expected

Identify the outcomes to be derived from the project.

In this section, identify the purpose of the project by identifying the problem statement, project goal, and objectives. Also identify the anticipated achievements or outcomes of the project.

Introduce the project by identifying the following:

Problem Statement - Include a clear and concise statement which identifies the condition or issue to be addressed by the project.

Project goal - Clearly identify the purpose or specific result expected to be achieved from the project through the project objectives and activities.

Up to Three Objectives - In this section, list the objective statements. The Approach section should include a more detailed description. Additional instructions on the requirements of an objective are included in the Approach section of this announcement.

In this section, identify anticipated outcomes of the project. To do so, describe three different types of outcomes:

What is produced because of the project, or the results. Examples of results include: savings plan agreements, financial institution partnership agreements, and other partnership agreements. Also list

these results on the OWP under "Results or Benefits Expected."

What is achieved because of the project, or the benefits. Example of benefits include: number of participants in financial education classes, number of IDAs opened, total amount of participant IDA savings, and number of asset purchases (i.e., number of homes, businesses, and education). Also list these benefits on the OWP under "Results or Benefits Expected."

What is changed because of the project, or the impact. Grantees awarded under this FOA should track the degree to which participants improved their financial stability and economic situation, measured by income, net worth, and retention of the purchased asset.

In this section, identify an impact indicator that measures the change in an existing condition. An initial data point must be identified for comparison. In addition, identify a future target that forecasts the sustainability of the impact.

In this section include the following:

Pre-grant status: This is baseline information on the indicator prior to grant implementation. This would be the current economic situation and financial stability of the participants and community.

End-of-grant target: The end-of-grant target is what change is expected by the end of the project period.

Three-year target: The target status for 3 years after Federal funding has ended. ACF works to fund projects that will have sustainable outcomes and continued impact in communities. Therefore, it is important to consider how the desired outcomes and impact will be achieved even after the ACF funding ends.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Provide a narrative that describes the strategy for implementation and how project progress will be monitored. Describe how implementation will lead to the identified outcomes and address the problem statement. Justify the timeline for completing activities, objectives, and the project, as appropriate.

IDA and Comprehensive Asset Building Specifics

Specifically identify how IDA accounts will be established and how program participants for the IDA portion of the project will be recruited and retained in the program. Describe how savings plan agreements will be used to enable participants to achieve their savings goals. Explain the rationale for the proposed IDA matching rates and clear descriptions of the maximum savings allowed and the minimum savings expected. Describe how participants will be assisted in purchasing their assets.

Identify how participants opening an IDA and other community members will be provided comprehensive asset building tools, such as financial education, credit and debt repair, Federal benefits maximization, outreach on EITC, and getting the unbanked to bank.

Challenges and Contingencies

Challenges arise because of assumptions made about project implementation and the risks to those assumptions. Include a discussion of contingency planning efforts. Contingency planning involves identifying a set of specific actions to reduce anticipated negative impacts on the project in the event challenges arise, such as low participation in the IDA program. Contingency plans should include more than a statement advising that no challenges are anticipated.

Objective Work Plan (OWP)

The OWP (http://www.acf.hhs.gov/programs/ana/programs/forms.html) is a required form that identifies the project goal, objectives, activities, and results and benefits. It represents the plan for achieving the project objectives and is provided to assist applicants with identifying the quantitative projections described above. One OWP form should be completed for each objective.

ANA Project Goal: Identify the goal of the project.

Objectives: Only three objectives per project period are allowed. The objectives should be Specific, Measurable, Achievable, Relevant and results-oriented, and Time-bound (SMART). The first objective should be establishing the IDA accounts. Other objectives can be related to other asset building strategies.

Results or Benefits Expected: Identify the Results or Benefits Expected (described in the Outcomes Expected section) and the Criteria for Evaluating Results or Benefits Expected.

Activities: List activities for each objective which provide clear and logical steps to achieve the objective. The activities included may be significant activities (e.g., hiring staff), ongoing activities (e.g., monthly meetings with partners and stakeholders), and required actions (e.g., submission of funder reports and attendance at post-award training). Include activities that will lead to successfully administering the project, creating and maintaining the IDA accounts, and providing a comprehensive asset building program. Include activities, as appropriate to the proposed project, for community outreach, community participation, partner or beneficiary recruitment, and sustainability planning. For each activity, identify the staff who are responsible for ensuring completion of the activity. Also identify any consultants or partners, and the required hours for each, which will assist in completion of each activity. Finally, identify time periods sufficient to complete each activity, and that can show progress of the project during each budget period.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

*Special Note: The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is $179,700 (http://www.opm.gov/oca/12tables/html/ex.asp). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Two SF-424A forms are required for this application. One SF-424A is required for funds requested for the AFI portion of the project and the required match (see *Section III.2 Cost-Sharing or Matching*). This SF-424A should include all program expenses for the 60-month project period.   A line item budget and justification should support the SF-424A.

A separate SF-424A is required for funds being requested for the SEDS portion of the project and the required match (see *Section III.2 Cost-Sharing or Matching*). Sections A through D of this SF-424A should reflect only the first year of requested Federal funds and the match. Subsequent years' Federal requests should be identified in Section E. A line item budget and budget justification should be submitted for each of the five 12-month budget periods. The first year line item budget and justification should support Sections A through D of the SF-424A.

For information on what costs can be funded by each program, see the table in *Section I. Funding Opportunity Description*.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification.   "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies
Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual
Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 C.F.R. Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. § 403(11), currently set at $100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other
Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income
Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources
Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item18. "Estimated Funding ($)" on the SF-424.

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined.

Paperwork Reduction Disclaimer
As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See "Get Registered" at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:

  - Submission by the due date and time; and
  - Application validation check.

- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- **Read and observe all application submission requirements provided at** http://www.grants.gov/applicants/apply_for_grants.jsp.
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at:1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in** *Section VII. Agency Contacts* **will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an applicant submits an application, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or re-submitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application, and is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at http://www.dnb.com. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **06/18/2012**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has

not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of a paper format (hard copy) application's submission:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

AFI Funding Restrictions

At least 85 percent of the AFI Federal grant funds must be available to match participant IDA savings; at least 2 percent must be available for data collection and information for OCS-administered research; not more than 7.5 percent may be used for general program administration costs; and the remainder may be used to support non-administrative functions, including financial education and related costs for particpants. If the cost of non-administrative functions is less than 5.5 percent, excess funds may be used for administrative functions.

ANA Funding Restrictions

In addition, the following costs and activities will be deemed unallowable under ANA awards:

> Activities in support of any foreseeable litigation against the United States Government that is unallowable under the Office of Management and Budget (OMB) Circulars A-87 and A-122.

> Activities that qualify as major renovations and alterations.

See *Section III.3. Other* for a list of projects that are ineligible for funding under 45 CFR 1336.33.

See *Section V.2. Review and Selection Process* for a list of projects that ANA will not fund.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

Submission By Mail

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management - (HHS-2012-ACF-ANA-NO-0322)

Aerospace Building - 370 L'Enfant Promenade, SW.

6th Floor - East

Washington, DC 20447

Hand Delivery

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management - (HHS-2012-ACF-ANA-NO-0322)

Aerospace Building - 901 D Street, SW.

6th Floor - East

Washington , DC 20024

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications should be prepared based on the instructions identified in *Section IV.2 Content and Form of Application Submission*. The evaluation criteria are instructions to the panel reviewers. All applications will be reviewed and evaluated using the evaluation criteria described below. Each criterion describes an excellent application and poses questions for the reviewers to consider when evaluating an application. Point values indicate the importance placed on each evaluation criteria. Funding is awarded based on availability of funds and in part by the ranking of applications by panel reviewers. The ranking is made according to the relative merit of all proposals reviewed for this competition cycle. It is one element in the review and selection process (see *Section V.2. Review and Selection Process*).

Outcomes Expected	Maximum Points: 10

OUTCOMES EXPECTED - 10 points

To evaluate Outcomes Expected, reviewers will consider the extent to which the applicantion effectively describes the purpose of the project, including the problem statement, project goal, objectives, and expected outcomes.

An excellent application will: identify a project goal that attempts to solve the condition identified in the problem statement; illustrate how achieving the results and benefits will accomplish the project objectives; and include an impact indicator that provides an objective and quantifiable measurement of the change in financial stability of the participants.

To evaluate the problem statement, reviewers will consider the following:

How well does the problem statement address the purpose of this initiative?

To evaluate the project goal and objectives, reviewers will consider the following:

Does the project goal and objectives meet the purpose of this initiative? Has the applicant demonstrated that achievement of the project goal will address the problem statement?

To evaluate the results, benefits, and impact, reviewers will consider the following:

To what extent does the applicant identify realistic and beneficial outcomes to the community? Has the applicant identified how the accomplishment of the results and benefits will achieve the

project objectives?

Does the impact strongly relate to the problem statement? Has the applicant adequately identified baseline and targets for the anticipated impact?

Approach	Maximum Points: 70

PROJECT STRATEGY - 50 points

To evaluate Project Strategy, reviewers will consider the plan to implement the project, the inclusion of community involvement during implementation, how partnerships and leveraged resources will contribute to project implementation and sustainability, and the extent the applicant identified contingency planning to support project implementation. In this section reviewers will also consider the applicant's capacity to administer the project and the plan for project sustainability.

An excellent application will: explain how the identified strategy effectively addresses the problem statement and outcomes expected; provide details about activities listed in the OWP; address project assumptions with viable contingency plans; fully demonstrate the applicant's capacity to administer the project; ensure sustainability of the project; include community involvement and methods to increase community awareness during project implementation; and discuss how partnerships and leveraged resources will be used to support both implementation and sustainability of the project.

To evaluate the IDA portion of the strategy, reviewers will consider the following:

Has the applicant demonstrated a plan to establish IDA accounts and assist participants in purchasing assets? Specifically, does the plan include recruitment and retention of participants; development of critical partnerships; and instruction to participants on banking, IDAs, and purchasing assets?   Are there descriptions of savings plan agreements and how these agreements will be used to enable participants to achieve their savings goals?

Does the applicant explain the rationale for the proposed IDA matching rates and include clear descriptions of the maximum savings allowed and the minimum savings expected? How well does the applicant describe how they will develop, maintain, and use partnerships to support the project, including providing documentation of a strong relationship with one or more Federally insured institution?

How will the applicant ensure they have resources necessary (community support, partnerships, staffing, etc.) to sustain the project? Does the applicant include clear evidence, in the form of letters or other documents, that the project will be supported with the required amounts of non-Federal contribution in the form of cash?

To evaluate the comprehensive asset building program included in the project, reviewers will consider the following:

Has the applicant demonstrated a fully developed plan to provide other asset building strategies to the community? Specifically, has the applicant identified which strategies will be included, how these strategies will be offered, how participants will be recruited and retained, what partnerships will be required and developed, and how these activities will help to accomplish the project goal? Does the applicant include requirements for participants to attend financial education courses and asset-specific training?

To evaluate the comprehensiveness of the project planning, reviewers will consider the following:

To what extent has the applicant demonstrated it has completed the necessary planning to implement the proposed project? Has the applicant demonstrated how internal and external resources will be leveraged to enhance the applicant's ability to implement the project? Are there sufficient details to show the applicant's ability to monitor project progress and respond to

challenges in order to ensure successful completion of objectives? To what extent has the applicant demonstrated the applicant's ability to administer the grant?

To evaluate the sustainability plan, reviewers will consider the following:

To what extent has the applicant addressed the sustainability of project outcomes? Does the Project Strategy include activities or efforts to ensure programmatic sustainability?

To evaluate the contingency planning, reviewers will consider the following:

Has the applicant identified significant project risks and assumptions that will hinder project progress if not accomplished? Does the contingency plan present viable alternate actions that will allow the project to maintain progress in the event the challenge is encountered?

To evaluate organizational capacity, reviewers will consider the following:

Has the applicant fully identified project responsibilities and qualifications for project personnel; and are those qualifications sufficient to complete position responsibilities, i.e., experience working with financial institutions and partners and implementing successful asset-building approaches and IDA programs?

OBJECTIVE WORK PLAN - 20 Points

To evaluate the OWP, reviewers will consider the extent to which the completed form will serve as an effective blueprint for project implementation.

An excellent OWP will: effectively detail the step-by-step of how, when, and by whom the project objectives will be achieved and serve as a stand-alone document to communicate the project goal, objectives, implementation plan, and anticipated results and benefits.

To evaluate the OWP, reviewers will consider the following:

Does the OWP include all key activities needed to accomplish the full 60-month project period?

Do all activities on the OWP relate to the scope of the project? Are activities included that can lead to successfully administering the project, creating and maintaining the IDA accounts, and providing a comprehensive asset building program?

Are activities listed chronologically and do start and end dates indicate sufficient time to complete the activity?

Does the OWP align with information included in the Project Strategy?

To what extent does the OWP serve as a guide for project implementation?

Budget and Budget Justification	**Maximum Points: 20**

AFI BUDGET - 10 points

To evaluate the Budget and Budget Justification, reviewers will consider the itemized line item budget and budget justification for the requested Federal funds and the applicant's required non-Federal contribution.

An excellent application will: demonstrate a clear and realistic budget and justification with reasonable amounts allocated for essential features and elements of the proposed budget comports with the funding limitations required for AFI grantees in the AFI Act (i.e., at least 85 percent of the AFI Federal grant funds are available to match participant IDA savings, at least 2 percent must be available for data collection and information to the OCS-administered research; not more than 7.5 percent may be used for general program administrative costs; and the remainder may be used to support non-administrative functions, including financial education and related costs for participants. If the cost of non-administrative functions is less than 5.5 percent, excess funds may be used for

administrative functions.)

To evaluate the Line Item Budget, reviewers will consider the following:

Is the budget sufficient to complete the activities detailed in the project strategy and OWP?

Does the budget meet the AFI required funding limitations?

To evaluate the Budget Justification, reviewers will consider the following:

Do the explanations of the calculations sufficiently show the costs are critical to the success of the project?

Is the budget reasonable and appropriate for the project?

Is the applicant's non-Federal contribution documented?

SEDS BUDGET - 10 points

To evaluate the Budget and Budget Justification, reviewers will consider the itemized line item budget and budget justification for the requested Federal funds and the applicant's required non-Federal contribution.

An excellent application will: demonstrate a strong relationship between the project approach and the proposed budget; show all costs associated with the successful accomplishment of the project objectives for each budget period; and demonstrate cost effectiveness and efficient use of ANA's limited funding.

To evaluate the Line Item Budget, reviewers will consider the following:

Do all Federal and non-Federal funds align with what is detailed in the project approach?

Is the budget sufficient to complete the non-IDA activities detailed in the OWP?

To evaluate the Budget Justification, reviewers will consider the following:

Are all personnel funds reasonable for the responsibilities and time dedicated to the project activities?

Do the explanations of the calculations sufficiently show the costs are critical to the success of the project?

Is the budget reasonable and appropriate for the project?

Is the applicant's non-Federal contribution documented?

Bonus Points	**Maximum Points: 5**

Reviewers will award bonus points (up to an overall total of five bonus points) to applicants on the basis of the extent to which the applicant:

1. Will integrate asset-building work with other related vital activities for achieving safety, permanency, and well-being for children and families.
2. Will collaborate closely with the United Way of America or local United Ways.
3. Will collaborate with credit unions or low-income designated credit unions.
4. Will collaborate with entities designated as Community Development Financial Institutions by the U.S. Department of Treasury.
5. Will collaborate with State, tribal, or local agencies that administer the TANF program.
6. Will collaborate with State, tribal, or local agencies that administer workforce development programs.
7. Will collaborate with State, tribal, or local housing finance agencies.
8. Will enroll participants from households with children.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

ACF will take into consideration regional price disparities when reviewing budget requests.

Additional Disqualification Factors: Each application will be screened to determine whether the applicant submitted a Governing Body Resolution and Board Member Documentation as required by *Section II Section III.3. Other, Application Disqualification Factors*. Applications that do not meet these requirements will be deemed non-responsive and will be excluded from the competitive review process, and the applicant will be notified of such by mail within 30 business days from the closing date of this FOA.

Applicants whose applications are excluded from competition because of Governing Body Resolution or Board Member Documentation may appeal the agency's decision. The appeals process is stated in 45 CFR 1336.35.

Competitive Review Process: Applications not excluded from competition will be evaluated by a panel of independent reviewers (three per panel) in accordance with the evaluation criteria in *Section*

V.1. Criteria. The independent reviewers will be made up of individuals with experience in IDA projects and community development programs in Native American communities. Preference will be given to American Indian, Native Hawaiians, other Native American Pacific Islanders, and Alaska Natives, as required by Section 806(a)(2) of the NAPA, 42 U.S.C. 2991d-1(a)(2).

Application Consideration: Funding decisions are based on the analysis and score by panel reviewers and an analysis by ACF staff to determine whether the proposed project is consistent with the purposes of authorizing legislation, all relevant statutory and regulatory requirements, and this FOA, including Administrative Policies (see *Section I. Funding Opportunity Description*). If applicable, grantee past performance and comments from State and Federal agencies and other interested parties having contract and grant performance-related information, may be considered in this phase of the review process.

Grantees awarded under this joint FOA will implement one project funded by two ACF program offices, OCS and ANA. As each program office will fund a portion of the project, grantees will receive one award from OCS and one award from ANA to fund the project. OCS and ANA will collaborate on funding decisions, so all funded grantees will receive an award from each program office. No grantee will be awarded only OCS funding or only ANA funding.

ANA does not fund:

> Projects that allow any one community, or region, to receive a disproportionate share of the funds available for award.

> Projects originated and designed by consultants who provide a major role for themselves and are not members of the applicant organization, Tribe, or village.

> Projects that do not further the purpose of this funding opportunity or are unlikely to be successful based on the proposed project approach and implementation strategy.

> Projects that would require funding on an indefinite or recurring basis or that do not have definitive goals and objectives that will be achieved by the end of the project period.

> Projects that contain contingent activities that may impede, or indefinitely delay, the progress of the project.

Grant awards are made based on the availability of appropriated funds, and may be awarded in amounts in excess of or less than the amount requested or under such circumstances as may be deemed to be in the best interest of the Federal Government. Applicants may be required to make minor modifications to the scope of proposed projects based on the amount of approved funding.

Applications requesting funds for ineligible projects, listed under *Section III.3. Other*, will not be disqualified from competition, but will not be funded.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be recompeted for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at http://www.gpo.gov.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct.* If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at http://www.hhs.gov/partnerships/about/regulations/. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at http://www.hhs.gov/partnerships/index.html and at the Administration for Children & Families: Toolkit for Faith-based and Community Organizations.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available atRequirements for Drug-Free Workplace.

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at https://www.epls.gov/, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available athttp://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found athttp://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s

will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the ACF Funding Opportunity Website Forms page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Quarterly

Financial Reports: Quarterly

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's **Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement** implementing this requirement and additional award applicability information.

Grantees are required to report project progress and financial information separately to ANA and OCS. Grantees should report quarterly to ANA and semi-annually to OCS. Grantees should use the Objective Progress Report (OPR) (OMB No. 0980-0204, expiration date 08/31/2012) to report project progress to ANA. Grantees should use the Standard Form Performance Progress Report (SF-PPR) (OMB No. 0970-0334, expiration date 10/31/2012) to report project progress to OCS. Grantees should use the Standard Form 425 (SF-425) to report financial information about each award to OCS and ANA.

ANA reviews grantee quarterly reports to determine whether the grantee is meeting its goal and objectives and completing activities identified in the OWP. Prior to funding successive budget periods, ANA requires verification from the grantee that objectives and outcomes proposed in the preceding year were accomplished.

Grantees are required to submit AFI Performance Reports which are the basis for ACF's annual Reports to Congress on the status of the AFI demonstration. The AFI Performance Reports include such information as project design features participant demographic information, participant status, reserve fund status, grantee performance plans, and performance targets. These reporting requirements are currently under review at OMB, as required by the Paperwork Reduction Act 44 U.S.C. §§ 3501-3520. The public reporting burden for the information collection is estimated to average 20 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

VII. Agency Contacts

Program Office Contact

Christina Clark
Administration for Native Americans
Administration for Children and Families
370 L'Enfant Promenade, S.W.; 2nd Floor - West
Aerospace Building
Washington, DC 20447
Phone: (202) 401-5399
Fax: (202) 690-7441
Email: NativeAssetBuilding@acf.hhs.gov
URL: http://www.acf.hhs.gov/programs/ana/about/afi.html

Office of Grants Management Contact

Tim Chappelle
Office of Grants Management
Administration for Children and Families
370 L'Enfant Promenade, S.W.; 2nd Floor - West
Aerospace Building
Washington, DC 20447
Phone: (202) 401-4855
Fax: (202) 401-5468
Email: Tim.Chappelle@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet http://www.hhs.gov/.

Administration for Children and Families (ACF) on the Internet http://www.acf.hhs.gov/.

Administration for Children and Families - ACF Funding Opportunities homepage http://www.acf.hhs.gov/grants/.

Catalog of Federal Domestic Assistance (C.F.D.A.) https://www.cfda.gov/.

Code of Federal Regulations (C.F.R.) http://www.gpo.gov.

United States Code (U.S.C) http://www.gpoaccess.gov/uscode/ .

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov http://www.grants.gov/applicants/email_subscription.jsp.

OCS and ANA offer resources to prospective applicants. The *AFI Project Builder: A Guide to Planning an AFI Project* is a primer written especially for organizations planning to apply for an AFI project. The project builder and additional information about AFI can be found at www.idaresources.org.

ANA Training and Technical Assistance providers are offering pre-application trainings and technical assistance to Native communities interested in developing asset building projects. Please visit the ANA website at www.acf.hhs.gov/programs/ana for more information.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. The survey is referenced in Section IV.2. of the announcement. The survey may be found at http:// www.acf.hhs.gov /grants/grants_resources.html. The survey will not count in the page limitations.	**Submission is voluntary.** Submission may be made with the application by the application due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*. Or, it may be submitted prior to the award of a grant.
Maintenance of Effort (MOE) Certification	Referenced in Section IV.2. Forms, Assurances, and Certifications. A copy of a standard MOE is available at http://www.acf.hhs.gov /programs/ofs/grants/maintain.htm. Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission is due by the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*.
SF-424 - Application for Federal Assistance **and** **SF-P/PSL - Project/Performance Site Location(s)**	Referenced in *Section IV.2.* and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
SF-424A - Budget Information - Non-Construction Programs **and** **SF-424B - Assurances - Non-Construction Programs**	Referenced in *Section IV.2.* and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Certification Regarding Lobbying	Referenced in *Section IV.2.* of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission is due with the application package. If it is not submitted with the

		application package, it may also be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2.* and found at http:// www.acf.hhs.gov /grants/grants_resources.html. Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description*. This is an element of the Project Description and will usually be counted in page limitations listed in *Section IV.2. Formatting Requirements*.	Submission is due as part of the Project Description by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Project Abstract Form (OMB Control Number 0980-0204)	Referenced in Section IV.2. of this announcement. The Project Abstract form and a description of what to include can be found on the ANA website. Please see the following links: Description: http://www.acf.hhs.gov/ programs/ana/relevant/forms/pa_description.html Form: http://www.acf.hhs.gov/ programs/ana/programs/forms.html If submitting via www.grants.gov, please refer to the Grants.gov guidance package for additional instructions on how to fill out this form.	Submission due by application due date found in Overview and Section IV.3.

The Project Description	Referenced in *Section IV.2. The Project Description* . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Project Sustainability Plan	Referenced in *Section IV.2. The Project Description* of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in *Section IV.2. Formatting Requirements*.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Objective Work Plan (OMB Control Number 0980-0204)	Referenced in Sections IV.2. and V.1. of this announcement. The OWP form and a description of what to include can be found on the ANA website. Please see the following links: Description: http://www.acf.hhs.gov/ programs/ana/relevant/forms/OWP_description.html http://www.acf.hhs.gov/ programs/ana/programs/forms.html If submitting via www.grants.gov, please refer to the Grants.gov guidance package for additional instructions on how to submit the OWP.	Submission due by application due date found in Overview and Section IV.3.
Governing Body Resolution	Referenced in Section III.3. of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Board Member Documentation	Referenced in Section III.3. of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description* of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan.	Proof of non-profit status should be submitted with the application package by the due date listed in the

		Overview and *Section IV.3. Submission Dates and Times.* If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Commitment of Non-Federal Resources	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement. Proof of the commitment of Non-Federal Resources may be included in the appendices to the application package.	Submission is due by the application due date found in the Overview and in *Section IV.3. Submission Dates and Times*.
Indirect Cost Rate Agreement	Referenced in Section IV.2. of the announcement under "Indirect Charges" in the "Project Description".	Submission due by date of award.
Other Attachments	Referenced in Sections IV.2. of the announcement.	Submission due by application due date found in Overview and Section IV.3.

Appendices